

PERSONNEL INPROCESSING RECORD CHECKLIST

For use of this form, see proponent agency, Medical Holding Company (MHC) - FSHTX Page 1 of 2

SECTION A - PERSONAL DATA			
1. NAME	2. RANK	3. SSN	4. PMOS
5. NEW UNIT OF ASSIGNMENT/ASSIGNMENT: MEDICAL HOLDING COMPANY			
SECTION B - INSTRUCTIONS			
Soldier will complete in processing in 5 (five) duty days. Platoon Sergeants will review the checklist for completion and return completed original checklist to the MHC Admin Asst to be filed in the personnel record.			
SECTION C - ADMINISTRATIVE REQUIREMENTS			
MEDICAL HOLDING COMPANY (BLDG 3642A)		Signature/Initials	
DA 647 Personnel Register (Binder)			
Orders			
Profile (Temporary or Permanent)			
Personnel Data Sheet			
Commander/1SG In Brief			
Platoon Sergeants			
Initial In-Brief Counseling DA 4856			
UCMJ			
Policy Book			
APFT (DA 705) Current			
After Action Debrief (OIF/OEF/ONE Only)			
Off-Duty Employment			
Identification Badge (BAMC 1047) Job Assignment			
Soldier Handbook			
PATIENT PERSONNEL (BLDG 3642, RM 112)			
MPRJ (201 File)			
Orders			
BAS (Separate Rations)			
BAH			
DA Form 4187 (Personnel Actions Request)			
Promotions			
Awards			
EMILPO (Stop deployment entitlements)			

PERSONNEL INPROCESSING RECORD

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BAMC (Bldg 3600)		Signature/Initials	
Case Manager			
TRICARE (Hospital Basement)			
Chaplain (Hospital- Lower Level)			
Outpatient Records			
Mailroom (Obtain Mailbox)			
MAIN POST (ACTIVE COMPONENT ONLY) (BLDG 367)			
Housing/Barracks			
Finance			
ACAP (BLDG 2264)			
Appointment (Active Duty Only)			
Pre-Separation Counseling (DD 2648)			
Reserve Component/NG (Mon and Wed 0800-0900)			
WEAPON REGISTRATION (BLDG 367)			
Provost Marshall			
Commander			
DOD VEHICLE DECAL REGISTRATION (BLDG 367)			
Provost Marshall			
Current Registration Certificate			
Proof of Insurance			

STATEMENT OF UNDERSTANDING

I, (PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL), _____ (SSN) have completed all inprocessing, regardless of discharge, as mandated by Congress, IAW Public Law 101-510, DA PAM 635-4 Page 3. Upon completion of all inprocessing I understand that I am hereby required to report to Bldg 3642A, Medical Holding Company for accountability and further instruction.

Signature